ROU Brief - 2/14/96

For: AVP/RSM/RBM/ROM/KAM/RM-DFM/MC/PC/PRC/SC

FSC-23-A

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I. DISTRIBUTE TO ALL FIELD SALES PERSONNEL

➡ ***Cellular Phones***

Sales Personnel in Winston-Salem is reviewing Cellular phones for Field Sales employees as follows:

Objective:

- Evaluate a National Account Program for improved efficiencies of nationwide Cellular usage.
- Establish company policy/guidelines for business use and reimbursements on Cellular phones.

The first step in this process is to determine the number of field sales employees who currently use Cellular phones for business use, along with the current types of services/rates.

Your assistance is requested/needed as follows:

- ROU disseminate the attached survey form to every company employee in your region who use Cellular phones for business whether or not you authorize reimbursement at this time.
- Employee completed survey forms must be Returned to Each ROU within approximately thirty (30) days.
- ROU mail all Cellular Survey Forms to the following address:

GTE Mobilnet
6501 Weston Parkway, Suite 100
Cary, NC 27513
Attn: Mr. Rob Davis
(FYI) Phone - 919-380-4713
Fax - 919-380-4748

Once GTE Mobilnet receives the completed survey forms, they will evaluate any/all efficiencies we (R. J. Reynolds Tobacco Co.) may derive from a National Account Program. The second step in this process will be to establish company guidelines in the use and reimbursement of Cellular phones/phone charges for business usage.

ROU Program Contact: Bill Roth, extension #6316

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Source: https://www.industrydocuments.ucsf.edu/docs/ktjy0000

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CELLULAR SURVEY FORM

R. J. Reynolds Tobacco Company is reviewing a national cellular management program. One goal of this initiative is to migrate all existing cellular phones used for approved business purposes to the best available corporate rate plans offered by the various cellular carriers. Most cellular service providers offer corporate rates based on the quantity of end users utilizing their system. In order to take advantage of better rate plans, we need to identify those individuals using cellular phones in which R. J. Reynolds reimburses business calls.

Please complete the information below for each cellular number you are submitting for reimbursement. This information will help us with our cellular program initiative and improve the rates you pay for cellular service. Thank you for your assistance. Please complete this form by _____ and send to:_____.

Region Name/Number: 1200

Employee Name: G. N. KURUC JR

Job Title: KEY ACCOUNT MANAGER

Division Number: 1240

Cellular Number: 908-501-3054

Current Carrier: CELLULAR ONE

Electronic Serial Number (ENS): NOT AVAILABLE
This can be obtained from your cellular carrier via dialing 611 or *611 upon request.

Contract Expiration Date: NONE
If you are under a current contract with your cellular carrier.

What is your current monthly access rate? $14.95

What is your current peak airtime rate? .35

What is your current off-peak airtime rate? .35

How many free minutes do you receive each month? 10

What is your estimated monthly usage (minutes)? 25

What is your estimated monthly usage for business (minutes)? 25

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Source: https://www.industrydocuments.ucsf.edu/docs/ktjy0000